

Secretary of State's Office Education and Training Request Form

Instructions: Leave or expenses granted for education or training not required by the employer should be in proportion to the benefits to the agency and may range from no leave and no expenses paid to full leave and full expenses paid. Employees requesting employer supported education or training must complete the first ten items and forward the form to their supervisor(s) for review and approval. Supervisors are to recommend approval or denial, indicate level of agency support and forward the request up through the chain of command. Approval by the appropriate bureau deputy is required for all requests. The Chief Deputy's approval is required for any out-of-state training. A copy of the completed form is to be forwarded to the Personnel Office for placement in the employee's personnel file.

A. EMPLOYEE REQUEST

1. Employee's name: _____ Date: _____
2. Describe nature of education or training and the benefits to yourself and to the agency. Attach copy of announcement or brochure, if available. _____

3. Specify the location, dates and times of the training or education. _____

4. Specify the work time (dates and hours) which will be missed due to attendance at the requested education or training and describe how you propose to account for the missed work time. *(Employees may be allowed leave with pay, leave without pay, use of accumulated compensatory time or annual leave, or may be allowed to modify their normal work hours in order to make lost work time to attend approved training.* _____

5. What is the cost of the requested education or training, including travel, and what expenses do you request that the employer pay for? _____

6. Will participation in the education or training, including travel, result in an overtime or compensatory time situation? If so describe the dates, times and amount of overtime or compensatory time that may be earned, if approved. _____

7. If the education or training request is approved in whole or in part, do you agree that your attendance is purely voluntary and that you will therefore not be eligible to earn compensatory time or overtime as a result of such attendance? _____

8. If the employer agrees to pay for the cost of the requested education or training, are you willing to enter into an agreement that you will continue to work for the agency for a specified period or be required to reimburse the agency for the amount of money received? _____

9. Do you understand and agree that payment of expenses for education or training is conditioned upon successful completion and that you may be required to reimburse the agency for money received if you do not successfully complete the training? _____

10. Describe the type, dates, and cost of other education or training paid for by this agency in the last 3 years. _____

11. Provide any additional information, requirements, or deadlines regarding the training request _____

B. SUPERVISOR'S RECOMMENDATION

1. What is your recommendation regarding the requested support for training or education?

Approval Disapproval Partial Approval (circle one)

If disapproved, describe the reasons for denying the request. _____

If approved, please provide the additional information requested in questions 2-6.

2. What is your assessment of the cost and benefits of the requested training or education to the agency? Address such factors as: a) whether the education or training is necessary to enable the employee to accomplish performance objectives; b) the likelihood that the education or training will improve job performance; c) the extent to which the education or training will contribute to meeting current and future agency goals; d) the cost of the training to the agency; and e) whether the training or education may be provided in another fashion that would be more cost effective.

3. How much, if any, of the cost of the training do you recommend be paid for by the agency?

4. What type of and how much leave (specify dates and hours), if any, do you recommend be approved to allow for attendance at the requested training or education? Describe any change in work hours that you are willing to approve.

5. Payment of expenses for education or training is conditioned upon successful completion of coursework as defined as receipt of a C grade or better. If the training or education is not graded, describe how you will define successful completion.

6. Do you recommend that the employee be required to sign an agreement that he/she will continue to work for the agency for a specified period in return for the agency's support for the training or education or pay back the money received? If so, specify the length of time that the employee should be required to continue to work? _____

C. BUREAU DEPUTY Approval Disapproval Partial Approval (circle one)

Signature	Date
Explanatory comments:	

D. CHIEF DEPUTY Approval Disapproval Partial Approval (circle one)

Signature	Date
Explanatory comments:	